

**Guidance for Calendar Year 2005 Annual Report
Executive Order 13148
Greening the Government Through Leadership
in Environmental Management**

The purpose of this guidance is to assist Federal agencies in gathering and reporting the information necessary to address the requirements of Section 307 of Executive Order 13148, “Greening the Government Through Leadership in Environmental Management.” The primary goal of E.O. 13148 is to ensure that each Federal agency integrates environmental accountability into its day-to-day decision-making and long-term planning processes and across its missions, activities, and functions. To allow recognition of each agency’s successes in achieving the goals of E.O. 13148, Section 307 requires that each agency prepare an annual report describing agency progress towards the goals of the order. E.O. 13148, Section 307, states that Federal agency annual reports “shall include a description of the progress that the agency has made in complying with all aspects of this order.”

This guidance document was developed in coordination with the Interagency Environmental Leadership Workgroup formed under Section 306 of the order and chaired by the Environmental Protection Agency (EPA). **Each agency’s annual report for calendar year 2005 should be sent to the address listed below by April 29, 2006.**

REPORTING ELEMENTS CITED IN SECTION 307 OF E.O. 13148:

Sections 502, 503, and 505 are specifically cited as sections of E.O. 13148 that must be addressed in the agency annual report.

Section 502 addresses reduction goals for Federal agency release of toxic chemicals as reported under Section 313 of the Emergency Planning and Community Right-to-Know Act. This section establishes calendar year 2001 as the baseline year for reduction goals. EPA maintains the TRI database. The baseline data which were reported by each affected agency in July of 2002, have been summarized and provided to TRI reporting agencies. Agencies are not required to provide additional data from the TRI reporting process. **Agencies are requested to provide available information on successes that have enabled agencies or facilities to address the goals of Section 502.**

Section 503 addresses reduction goals for the reduction in use of specified chemicals for specific uses by Federal agencies. Efforts of the Office of the Federal Environmental Executive and Interagency Environmental Leadership Workgroup during 2004 resulted in initial completion of the list of chemicals called for in Section 503(b). That list was provided to the Interagency Environmental Leadership Workgroup for distribution to Federal facilities.

In accordance with Section 503(e), calendar year 2005 will be the baseline year from which progress towards the reductions goals of this section are measured. Additional guidance specific to implementation of this section remains under consideration. **Agencies that have information on the baseline volumes of the list of chemicals released in 2004 are requested to provide that information.**

Section 505 of E.O. 13148 establishes a variety of actions that are to be taken by agencies to reduce and manage the use of ozone depleting substances (ODS) at Federal facilities, including the development of a plan to phase out acquisition of Class I ODS by December 31, 2010.

Agencies are requested to report on the implementation of their baseline plans to address the requirements of this section, including available descriptions of successes in replacing ODS at Federal facilities, as well as identification of challenges encountered in reducing use of ODS.

ENVIRONMENTAL MANAGEMENT SYSTEMS

The Interagency Environmental Leadership Workgroup (Workgroup) has identified criteria to describe the status of Environmental Management System implementation at Federal agencies. These criteria are provided below. Each agency is requested to provide concise information on their EMS implementation activities for each criterion. Please respond specifically to the requested information and provide information or evidence to support your response.

For each criterion, if your agency did not achieve the EMS implementation objective in calendar year 2005, please include information on progress to date and future plans to achieve the objective.

In addition to agency-wide information, agencies may elect to provide information in the agency annual report specific to various component agencies, bureaus, or services or to provide individual reports from those agencies, bureaus, or services.

Please review the EMS scorecard criteria and ensure your response aligns with the criteria where possible. Each agency annual report should address the following agency-level and facility-level criteria.

AGENCY-LEVEL

1. Resources

CY05 Objective: Agency has provided resources to complete, and to maintain and improve, the EMSs at the “appropriate facilities” across the agency.

Please describe your agency’s process during 2005 to ensure that resources were provided to complete EMS implementation at facilities including any plans to assist facilities that had not made sufficient progress to meet the December 31, 2005 deadline.

Please describe your agency’s plans for ensuring that adequate resources are provided for future operation/maintenance and continual improvement of facility EMS efforts.

Where applicable, provide a description of agency policies ensuring adequate resource allocation and/or programs providing direct support to appropriate facilities.

2. EMS Guidance

CY05 Objective: Agency has provided written guidance on maintaining and improving EMSs.

Please describe your agency's efforts to provide written guidance on maintaining and improving EMS implementation at your agency's appropriate facilities. Where available, **please provide a copy of the guidance.**

If your agency has provided written guidance on maintaining and improving EMSs, please describe the format of the documents, when they were issued and how they were communicated to your agency appropriate facilities (i.e., issued by memorandum from the Agency Environmental Executive to all field facilities on (date); issued through agency directives system).

If your agency has not yet provided written guidance on maintaining and improving EMSs, please provide status of, and estimated completion date for, accomplishing this important CY05 Objective.

3. Response to President's Management Council (PMC) compliance management improvement initiative

CY05 Objective: Agency has begun implementing its response to the President's Management Council (PMC) environmental performance improvement initiative.

Please describe the steps your agency taken in 2005 to select, implement and support the agency level recommendations from the PMC environmental performance initiative. If available provide milestones developed to measure progress in implementation. Please focus your response on progress towards all recommended elements including policy, planning, support, accountability, monitoring, and follow-up

Where available, please provide a brief summary of any progress implementing sub-agency or facility level recommendations from the President's Management Council (PMC) environmental performance improvement initiative.

The following Calendar Year 2004 Criteria are provided as follow-up to the calendar year 2004 annual report. In 2005, if your agency reported that it did not fully meet the CY04 objective for one or more of these criteria, you are requested to provide an update of progress in addressing these important criteria.

Agency-Level Policies

CY04 Objective: Agency has incorporated the EMS goals and requirements of E.O. 13148 into existing agency environmental directives, policies, and documents. Specific E.O. 13148 EMS goals and requirements that are relevant to this requirement include: (1) Section 401(b)--

EMS implementation at all appropriate facilities by December 31, 2005 and (2) Section 404(a)-- establishment of EMS training program for senior managers and other appropriate personnel.

I. If your agency has incorporated the above E.O. 13148 EMS goals and requirements into agency directives, policies, and/or documents, please provide a copy of, or public web link to, those directives, policies, and documents (please note that internal web links that do not allow public access to the document preclude review of the document by EPA).

II. If your agency has not yet incorporated the above E.O. 13148 EMS goals and requirements into agency directives, policies, and documents, please provide the status of this critical CY04 Objective.

III. If your agency has other directives, policies, or documents (e.g.; pollution prevention planning documents, green procurement guidance) that reflect consideration of EMS concepts and design, please provide copies of, or public web links to, those documents.

2. Self-Declaration Protocol

CY04 Objective: Agency has issued a Self-Declaration Protocol based on the Federal Self-Declaration Protocol guidance.

I. If your agency has issued an EMS Self-Declaration Protocol, please provide a copy of, or public web site link to, that document. If subordinate agencies, commands, services or bureaus within your agency issued a Self-Declaration Protocol, please provide a copy of, or public web site link to, that document as well.

II. If your agency has issued an EMS Self-Declaration Protocol, please provide a brief description of the procedures for declaring when each appropriate facility has an EMS in-place. If your agency has information to report this year about implementation of this protocol that may aid other Federal agencies, please provide that information.

III. If your agency has issued an EMS Self-Declaration Protocol, please describe how that document was issued and communicated throughout your agency (i.e., issued by memorandum from the Agency Environmental Executive to all field facilities on (date); issued through agency directives system).

IV. If your agency has not yet developed and issued an EMS Self-Declaration Protocol, please provide status of, and estimated completion date for, accomplishing this important CY04 Objective.

3. Resources Distributed

CY04 Objective: Agency has provided resources (e.g., dollars, FTE) for EMS implementation to its appropriate facilities.

- I. Please state how your agency's appropriate facilities receive adequate funding for EMS development and implementation.
- II. If your agency has not yet provided resources for EMS implementation, please explain the status of any plans to provide such resources.
- III. Please describe your agency's current or intended process for providing EMS funding resources for operation/maintenance of and continual improvement of facility EMS efforts.

FACILITY-LEVEL

Appropriate Facilities:

Each agency should include the current list of your agency's "appropriate facilities." Each agency's EO 13148 staff-level contact will be provided with the existing list of previously designated appropriate facilities in Microsoft XL format with fields for calendar year 2005 information designated. Agencies should update the list and provide the file to EPA with the other information called for in this guidance. If an agency has not previously provided a list of appropriate facilities, EPA will provide that agency's EO 13148 contact with the table template.

The calendar 2005 revised list should provide a facility name and location, including city, state and zip code for each appropriate facility. To address the self declaration facility level metric for calendar year 2005, this list should include whether the listed facility has self declared conformance to the requirement of the Executive Order to have implemented an EMS by December 31, 2005 and include the basis for that determination.

The basis for self declaration should reflect guidance issued by the Office of the Federal Environmental Executive in November, 2004. For the purposes of self declaration, **First Party** audits are EMS audits conducted by the participants with the scope of the EMS. **Second Party** audits are EMS audits conducted by reviewers from outside the scope of the EMS in question. **Third Party** or ISO audits are EMS audits conducted by an ANSI-RAB accredited, independent registrar.

EPA recommends that each agency also collect facility EMS contact information. Numerous Federal facility level EMS coordinators have stated that they would appreciate the ability to interact and share questions and experiences regarding their EMS. While the contact information need not be provided to EPA as part of the agency annual report, it is recommended that agencies collect the contact information during this data collection effort to facilitate facility interaction via a proposed internal, Federal access only, FedCenter listing.

Note: EPA and the Office of the Federal Environmental Executive recognize that appropriate facility listings are subject to change. In the report for future years, agencies will be provided a file with the previous year's list of appropriate facilities and asked to identify additions and deletions from the list.

1. Appropriate facilities with EMS awareness training

CY05 Objective: Number and percentage of appropriate facilities with a formal on-going program to conduct facility-wide EMS awareness training.

Based on the list of appropriate facilities for your agency, identify the number and percentage of appropriate facilities with a formal on-going program to conduct facility-wide EMS awareness training. Awareness training is that training necessary to gain commitment and alignment of the organization's environmental policy and objectives and targets, install a sense of individual responsibility and raise awareness of the strategic importance of environmental management **throughout the organization**. There is an assumption is that training is provided **and** monitored for effectiveness.

2. Facilities with documented management system procedures

CY05 Objective: Number and percentage of appropriate facilities that have documented all management system procedures, in accordance with agency policy.

Based on the list of appropriate facilities for your agency, identify the number and percentage that have documented all management system procedures, in accordance with agency EMS implementation policy.

3. Appropriate facilities that have completed Self- Declaration

CY05 Objective: Number and percentage of appropriate facilities that have completed Self-Declaration in accordance with agency policy.

Based on the list of appropriate facilities for your agency, identify the number and percentage that have completed Self- Declaration in accordance with agency policy. This information can be easily prepared based on the appropriate facility listing requested above.

Federal agencies are encouraged to use the E.O. 13148 annual report as an opportunity to share information regarding agency environmental successes and challenges with their community and other interested parties.

REPORT SUBMITTAL

Please forward your agency annual report to Mr. David Kling, Director, Federal Facilities Enforcement Office (MC 2261A), 1200 Pennsylvania Avenue, Washington, District of Columbia, 20460, by April 29, 2006. In addition to submitting a printed copy of the report, agencies are requested to provide an electronic copy as well addressed to garvey.will@epa.gov. If you have any questions, please feel free to contact Mr. Kling, at 202-564-2510, or have your staff contact Mr. Will Garvey, at 202-564-2458.

Thank you for your continued support in making the Federal community a leader in protection of the environment.

Attachments:

CY05 EMS Scorecard Criteria

CY04 EMS Scorecard Results

CY06 Draft EMS Criteria